



District Court Clerk Yellowstone County Equal Opportunity Employer *Three (3) Positions*



*Yellowstone County encourages applications from diverse candidates
and candidates who support diversity.*

Posting Date: April 13, 2022

Department: District Court

Salary: \$13.82/hour

Grade: C FLSA: Non-Exempt

Hours: Monday – Friday; 8:00 a.m. – 5:00 p.m.

**FIRST REVIEW OF APPLICATION WILL BE APRIL 26, 2022
ACCEPTING APPLICATIONS UNTIL POSITION IS FILLED.**

FUNCTION:

Full-time position, which performs record keeping and administrative support duties in the Office of the Clerk of District Court to ensure accurate and timely case management for the Court. Provides extensive support and assistance to the public in a courteous and professional manner. Performs a wide variety of legal support functions.

MINIMUM QUALIFICATIONS:

- Graduation from high school or GED; and
- One (1) years' experience in the performance of multifaceted office support or detailed secretarial duties; or
- Any equivalent combination of experience and training.

DESIRED QUALIFICATIONS:

- One (1) year legal experience;
- One (1) year customer service experience;
- Excellent interpersonal and communication skills

Job description available upon request.

TO APPLY:

Submit by 5:00 pm on April 26, 2022 for first review of applications. Position open until filled;

- 1. County Application**
- 2. Resume**
- 3. Names, addresses and phone numbers of three (3) employment-related references**

To: Human Resources, Room 106, Yellowstone County Courthouse or to Montana Job Service, 2121 Rosebud Drive, Billings, MT 59102. **Late or incomplete materials will not be considered.**

Download application at www.yellowstonecountymt.gov Applicants who require special accommodation due to disability should contact the Human Resources Office at 256-2705.

NOTE: If this position becomes available within 90 days the same applicant pool may be considered.